



Department of Employee Relations

January 6, 2016

Tom Barrett
Mayor

Maria Monteagudo
Director

Michael Brady
Employee Benefits Director

Deborah Ford
Labor Negotiator

MEMORANDUM

To : Department Heads and Personnel Officers

From : Maria Monteagudo, Employee Relations Director

Re : Pay Progression for General City employees in 2016

Common Council File #151209 was approved by the Common Council on 12/15/15. This file implements changes to the Salary Ordinance authorizing salary adjustments in 2016 for general city employees who are not part of approved career ladders or who are not represented by a certified bargaining unit. The report with the recommended changes as well as a Frequently Asked Questions (FAQ) document can be found at <http://city.milwaukee.gov/DER>.

This memo documents important information regarding what you and your departmental payroll and human resources personnel will need to do to prepare to administer salary adjustments in 2016 under the approved provisions. Since the salary adjustments and eligibility criteria will vary according to employee group (Group A: Technicians, Paraprofessionals, Administrative Support, Skilled Craft, and Service and Maintenance AND Group B: Officials and Administrators, Professionals, and non represented sworn members) the information presented details general requirements for both groups and specific requirements for each group separately.

	Group A	Group B
Forms and requirements	<p>An Employee Assessment Form has been developed by DER to use in determining if an eligible employee in Group A is in fact in "good standing". Departments are required to use this form to authorize salary adjustments but have the flexibility of adding two additional factors as appropriate. For example, some departments may wish to add customer service or safety to the assessment form. Please notify Andrea Knickerbocker at X3387 or aknick@milwaukee.gov should you decide to add factors to the form as they will need to be approved before you use the form.</p> <p>The Assessment Forms will have to be completed prior to the salary anniversary date of the eligible employee so that the adjustment can be processed by payroll without delay. Individuals with anniversary dates in Pay Periods 1 -3 of 2016, should be assessed as soon as administratively possible but no later than February of 2016.</p>	<p>Salary adjustments for this group will be based on the results of performance appraisals. Departments currently using performance appraisals as part of their performance management process may continue using those forms, if approved by DER.</p> <p>Please forward your current appraisal form to Andrea Knickerbocker by January 11, 2016. DER will review the form and determine if it includes the core elements of performance appraisals that will be required in conjunction with the pay plan.</p>
Budget allocation and employee roster	<p>DER will create a query and develop an employee roster as of PP 1 of 2016 to be used to identify and allocate the departmental funds available for salary adjustments for 2016. It is anticipated that this information will be available to departmental representatives in January of 2016.</p>	

	Group A	Group B
Anniversary dates and performance review processes.	Payroll personnel should verify and or confirm that employee salary anniversary dates are established based on the payroll instructions developed by DER. Departments should develop an internal protocol to notify supervisors that employee assessments (for Group A) or performance evaluation forms (for Group B) are due and monitor completion of the forms and authorization of applicable salary adjustment in accordance with DER guidelines.	
Denials and administrative reviews	Group A employees who are not in "good standing" and are ineligible to receive a salary adjustment may request an administrative review of the decision to deny the adjustment within your departmental chain of command. Please identify and designate the appropriate personnel for the administrative review.	An employee who is denied a salary increase because of failure to achieve a fully satisfactory rating as part of his/her performance appraisal form, may request an administrative review from DER. The scope of that administrative review will be available to departments and employees by the end of January.

The following documents have been posted on the DER website and are available for review. Please note the dates on the documents are they are subject to change.

- Group A Employee Assessment Form
- Payroll Instructions Document 01/05/16
- Employee FAQ 12/8/15
- DER Salary Adjustment Guidelines 01/05/16
- Notification of Salary Adjustment Form 12/30//15

The Department of Employee Relations is in the process of identifying resources to coordinate and facilitate performance management training for employees who will be responsible for completing performance appraisal forms for Group B employees. Please let me know how we can best meet your departmental needs as we strive to schedule and coordinate this training for these employees throughout the first six months of 2016.